



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIVISION CHIEF, RETIREMENT	39	A	7.117

#### DEFINITION OF CLASS:

Under general direction, Division Chief Retirement directs the operation/activities of either the Membership Division involved on the enrollment, maintenance and processing of member records, or the Benefits Division in supervising the processing of payment of retirement benefits to retired employees. Incumbents have full supervisory responsibility over Retirement Examiners and Retirement Technicians.

#### DISTINGUISHING CHARACTERISTICS:

This class is not part of a series. Incumbents report directly to the Operation Officer in the Public Employees Retirement System.

#### EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Supervises the performance of staff in carrying out the functions of the Division. Supervision includes selection, training, work assignment and review, employee evaluation and discipline.

Provides administrative direction to the work unit by reviewing, analyzing, developing and recommending policies, procedures and work flow to ensure efficiency, arranging for necessary resources, developing goals and objectives, establishing priorities and communicating strategies to staff.

Interprets statutes, law policies and procedures relating to areas of responsibility for staff and/or members/benefit recipients to ensure their understanding and compliance.

Disseminates information to members, benefit recipients and employers by preparing newsletter articles and correspondence, drafting various forms and documents such as Plan Summary Description, and developing and implementing programs to provide group presentations.

Reviews, verifies and revises as necessary all calculations prepared by staff such as Member Annual Statements, purchase of service estimates and withdrawn contribution invoices, benefit estimates, tax calculations, billings and reimbursements to ensure accuracy.

**EXAMPLES OF WORK (Cont.)**

Administers the Police and Fire Retirement Fund including preparing and disseminating information for committee meetings, reviewing and analyzing positions for possible inclusion in the Fund and recommending policies and procedures.

Evaluates proposed legislation or pending lawsuits to determine cost impact on the Retirement System.

Provides testimony in court cases involving the Retirement System or individual member/benefit recipient accounts.

Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of Federal and State laws and regulations relative to tax, insurance, cafeteria benefit plans, Social Security and Fair Labor Standards. Knowledge of PERS' benefits, policies and procedures.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of supervisory techniques including selection, training, motivation, work assignment and review, employee evaluation and discipline.

Skill in written English sufficient to compose business correspondence, documents, articles and reports. Skill in basic mathematical computation sufficient to verify the accuracy of staff calculations of benefits, etc.

**EDUCATION AND/OR WORK EXPERIENCE:**

**I**

Graduation from an accredited college or university with a B.A. in public administration, business administration, finance, personnel or a related area, and five years of professional experience in administering a program including explaining and interpreting program content, rules and regulations, preparing reports and making presentations. Two years of experience must involve supervisory responsibility; OR

**II**

Three years experience equivalent to Retirement Examiner II in Nevada State service; OR

**III**

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u><b>7.117</b></u>
ESTABLISHED:	07/01/74
REVISED:	07/01/75
REVISED:	07/26/77R
	11/18/77PAC
REVISED:	03/21/78-3
REVISED:	07/02/81R
	12/11/81PAC
REVISED:	08/27/90R
	05/24/91PC
REVISED:	07/01/93P
	09/24/92PC